



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO P4100.6B
4A2
20 JAN 1993

DEPOT ORDER P4100.6B W/ch 1,2


From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR ENERGY CONSERVATION
(SHORT TITLE: SOP FOR ENERGY CONSERVATION)

Ref: (a) MCO 11000.9 (NOTAL)
(b) DepO P11000.2

Encl: (1) LOCATOR SHEET

1. Purpose. To implement standing operating procedures for energy conservation.
2. Cancellation. DepO P4100.6A
3. Background. Energy costs represent one of the major expenses in the operation of this Depot. Considerable quantities of costly utilities are wasted through inattention and negligence. Through an effective energy conservation program, utility costs can be reduced and HQMC mandated energy usage quotas achieved.
4. Summary of Revision. This Manual encompasses the Depot's policy on energy conservation. This is a complete revision of the original SOP on energy conservation. This revision establishes the Utilities Conservation and Appraisal Board (UCAB) and outlines UCAB responsibilities and membership.
5. Action. Organizational commanders will take action to ensure that all portions of this Manual relevant to Command participation and support are complied with.
6. Recommendation. Recommendations concerning the contents of this Manual are invited and will be submitted to the AC/S, G-4, via the appropriate chain of command for evaluation.
- ch 1 7. Certification. Reviewed and approved this date.


J. M. GUERIN
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92160-5001

DepO P4100.6B Ch 1
4A2

18 FEB 1993

DEPOT ORDER P4100.6B Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR ENERGY CONSERVATION
(SHORT TITLE: SOP FOR ENERGY CONSERVATION)

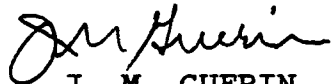
Encl: (1) New page insert to DepO P4100.6B

1. Purpose. To transmit a new page insert and direct a pen change to the basic Manual.

2. Action

a. Remove enclosure (1) of the basic Manual and replace with the corresponding page contained in the enclosure.

b. On the letterhead page, renumber the last paragraph to read "7" vice "5".


J. M. GUERIN
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO P4100.6B Ch 2
4A2
23 MAR 1994

DEPOT ORDER P4100.6B Ch 2

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR ENERGY CONSERVATION
(SHORT TITLE: SOP FOR ENERGY CONSERVATION)

1. Purpose. To direct pen changes to the basic Manual.

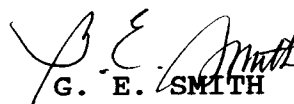
2. Action

✓ a. Modify Chapter 2 paragraph 3.c. to read "Depot Public Works Officer, Advisor."

✓ b. Add the following to the UCAB membership representative list of Chapter 2 paragraph 3.d. "(12) 12th Marine Corps Recruiting District."

✓ c. Replace the sentence found in Chapter 2 paragraph 4.b with "On a quarterly basis, or on a monthly basis as required, review utility costs and consumption data, and analyze results."

3. Filing Instructions. This change transmittal will be filed immediately following change 1 of the basic Manual.


G. E. SMITH
Chief of Staff

DISTRIBUTION: I

DepO P4100.6B
20 Jan 1993

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURE FOR ENERGY CONSERVATION
(SHORT TITLE: SOP FOR ENERGY CONSERVATION)

Location: _____
(Indicate the location(s) of the copy(ies) of this
Manual.)

ENCLOSURE (1)
Ch 1 (18 FEB 1993)

SOP FOR ENERGY CONSERVATION

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

SOP FOR ENERGY CONSERVATION

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- 2 UTILITIES CONSERVATION AND APPRAISAL BOARD**

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SOP FOR ENERGY CONSERVATION

CHAPTER 1

ENERGY CONSERVATION PROGRAM

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SOP FOR ENERGY CONSERVATION

CHAPTER 1

ENERGY CONSERVATION PROGRAM

1001. ENERGY CONSERVATION POLICY. The Commanding General supports the energy conservation goals and policies directed by higher authority. Energy shortages and increased energy costs will continue indefinitely. Consequently, the emphasis for the Recruit Depot Energy Program is for the most efficient use of all available energy resources.

1002. ENERGY CONSERVATION GOAL. Reduce energy used per gross square foot by at least 20 percent by FY 2000 (as measured against the FY 1985 baseline.)

1003. ENERGY CONSERVATION OBJECTIVES

1. Involve all Depot personnel in the Depot's commitment to meet or exceed the Federal Energy Conservation goals through information and recognition programs.
2. Implement energy conservation programs to reduce energy use in a manner that does not impair the training, readiness, health and safety of military and civilian personnel and the environment.
3. Maintain all utility systems in the most economical manner and ensure that use does not exceed actual requirements.
4. Ensure modifications or expansions of utilities systems include specific consideration of energy conservation methods and systems.

1004. DEPOT ENERGY CONSERVATION OFFICER. The Facilities Maintenance Officer (FMO) is designated Depot Energy Conservation Officer and is the point of contact for all energy resource management and conservation matters.

1005. DEPOT UTILITIES ENGINEER. The Utilities Engineer, Public Works Branch, Facilities Division is the point of contact for all energy resource management and conservation matters. He is responsible for the development, initial implementation, monitoring, and evaluation of all energy conservation programs in accordance with the references.

SOP FOR ENERGY CONSERVATION

CHAPTER 2

UTILITIES CONSERVATION AND APPRAISAL BOARD

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SOP FOR ENERGY CONSERVATION

CHAPTER 2

UTILITIES CONSERVATION AND APPRAISAL BOARD

2001. UTILITIES CONSERVATION AND APPRAISAL BOARD. A Utilities Conservation and Appraisal Board (UCAB) is established in accordance with reference (a).

1. Purpose. The purpose of the UCAB is to plan and pursue a progressive energy conservation program aboard the Depot.

2. Function. The UCAB shall act as an advisor to the Commanding General in implementing and monitoring the Depot's Energy Conservation Program.

3. Membership. The UCAB shall consist of:

- a. Facilities Maintenance Officer, Chairman.
- b. Depot Energy Conservation Engineer, Advisor.
- c. Depot Public Works Officer, ~~Advisor~~.
- d. Representatives of:

- (1) Recruit Training Regiment.
- (2) Headquarters and Service Battalion.
- (3) Assistant Chief of Staff, G-1.
- (4) Assistant Chief of Staff, G-2/3.
- (5) Assistant Chief of Staff, G-4.
- (6) Assistant Chief of Staff, Comptroller.
- (7) Assistant Chief of Staff, MWR.
- (8) Medical Officer, Branch Clinic.
- (9) Dental Officer, Branch Clinic.
- (10) Billeting/Housing Office.
- (11) Commanding Officer, Coast Guard Pacific Area Tactical Law Enforcement Team (TACLET)
- (12) 12th Marine Corps Recruiting District.

4. Duties

a. Publicize energy goals and progress toward these goals.

ch 2 b. On a quarterly basis, or on a monthly basis as required, review utility costs and consumption data, and analyze results

c. Establish utility targets.

d. Implement and monitor conservation survey recommendations and proposed utilities conservation instructions, notices, posters, bulletins, etc.

e. Review MCRD Alert Notices that cite utilities conservation problems/concerns.

f. Establish and maintain active energy conservation and awareness programs.

g. Review and evaluate existing utility contracts.

h. Review proposed Energy Conservation Investment Program (ECIP) and Energy Management and Control Systems (EMCS) projects for feasibility, cost effectiveness and benefit to Depot energy conservation. Establish relative prioritization for project validation by higher authority.

i. Closely monitor the Long Range Utilities and Energy Plan.

2002. ACTION

1. Facilities Maintenance Officer. Ensure all maintenance/repair/construction work aboard Depot includes specific consideration for energy conservation methods and products. Administer MCRD Alert Notices as detailed in reference (b).

2. Depot Energy Conservation Engineer. Initiate specified actions recommended by the UCAB and report progress at the next UCAB meeting. The Energy Conservation Engineer shall:

a. Include in the UCAB report a periodic review of issued MCRD Alert Notices, alert trends, and recommended corrective action of MCRD Alerts.

b. Develop the UCAB meeting minutes and forward them to the Commanding General for review and approval. (Retain for 2 years.)

c. Provide the Public Affairs Officer sufficient information to develop Chevron newspaper articles to publicize energy conservation programs.

d. Provide UCAB energy awareness program recommendations to the Commanding General and initiate action upon approval.

e. Upon request, provide conservation and/or preventive maintenance instruction to all energy consuming activities.

f. Respond to questions regarding existing conservation techniques or any proposed energy conservation efforts.

g. Prepare and submit ECIP and EMCS project recommendation to UCAB for discussion and approval.

3. Depot Conservation Action Officers. The Commanding Officers of the Recruit Training Regiment, Headquarters and Service Battalion, and AC/S, MWR, will designate, in writing, respective Command Energy Conservation Officers. The Action Officers shall:

a. Keep their respective Commanders informed on energy policies.

b. Implement UCAB recommended actions.

c. Follow-up actions required on MCRD Alert Notices.

d. Investigate energy usage under their cognizance, curtail consumption where possible, and establish a system to monitor energy on a continuing basis.

e. Promote the Depot's Energy Conservation Program by educating personnel within their Command to become energy conscious. Encourage submission of beneficial suggestions that apply to energy conservation.

4. Building Monitors. Each tenant organization will designate a Building Monitor, in writing, for each building they occupy, with the responsibility of implementing the requirements of the UCAB as directed by the Action Officers and specified action contained in Appendix A herein.

SOP FOR ENERGY CONSERVATION

APPENDIX A

ENERGY CONSERVATION TECHNIQUES

A. GENERAL

1. Background. Various daily energy conservation techniques are available to aid the Depot in achieving the HQMC energy mandated quotas and ensuring an effective Energy Conservation Program. As an assistance to Building Monitors in their duties, a listing of conservation techniques is provided. It is not all inclusive.

2. Heating Conservation

a. The use of personal portable heaters aboard the Depot is prohibited. Government owned portable heaters are permitted only in work stations where there is no other source of heat and after the heater has been inspected and approved by Facilities Maintenance.

b. All administrative area space heating thermostats will be set no higher than 70 degrees F during the day and reset to 55 degrees F at night.

c. Secure heat to unoccupied spaces.

d. Personnel will ensure that all doors and windows are closed in areas being heated.

e. Dust or vacuum radiator surfaces frequently. Dust and grime impede the flow of heat.

f. Keep draperies and shades open in sunny windows; close them at night.

g. Do as much cleaning of interior spaces (floors, walls, windows, and furnishings) as possible with cold water.

h. Wash clothes in warm or cold water, rinse in cold water.

i. Water heaters, for service other than automatic dishwasher, shall be set to produce hot water at 120 degrees F for residential and 105 degrees F for normal Depot domestic use. Residential automatic dishwashers will be operated at 140 degrees F.

SOP FOR ENERGY CONSERVATION

j. Immediately report all defective steam valves or traps and all apparent leaks to the Facilities Maintenance Trouble Service Desk, extension 4-4385.

3. Electrical Conservation

a. Maintain minimum lighting level consistent with unimpaired productivity. Desk and floor lamps should not have bulbs larger than 60 watts.

b. Secure lighting in offices and spaces when areas are unoccupied or when natural lighting is sufficient.

c. Reduce electrical lighting when window lighting is adequate. Many shops, offices, heads, classrooms, etc., have sufficient window lighting on bright days and may also secure a portion of general lighting on overcast days.

d. Secure all exterior lighting during daylight hours.

e. Turn off lights and exhaust fans in unoccupied rest rooms.

f. Air conditioning thermostats shall not be set below 76 degrees F. Electronic equipment in air conditioning spaces does not require temperatures below 76 degrees F.

g. Replace/clean air conditioning filters semi-annually.

h. Air conditioning of spaces must be authorized and approved by Director of Facilities.

i. Personnel shall insure that all doors and windows are closed in areas being air conditioned.

j. Do not leave appliances running when they are not in use. Before leaving the room, remember to turn off each radio, TV, record player, hair dryer, iron, etc., .

k. All electrical machinery and equipment (power tools, typewriters, calculators, etc.) will be turned off when not actually in use.

l. Allow hot, previously cooked foods to cool to room temperature before placing in a refrigerator or reefer for storage.

SOP FOR ENERGY CONSERVATION

m. Defrost refrigerators regularly; keep compressor screens clean and free of debris.

n. Do not store dry stores or other material not requiring refrigeration in reefers.

4. Water Conservation

a. The irrigation policies outlined in reference (b) for improved grounds shall be rigidly followed.

(1) Watering of grass will not exceed more than three-20 minute watering periods per week during the summer months; in the winter months (Dec through Mar) watering should be limited to two-10 minute periods weekly on any one plot of ground. Flooding of areas must be avoided.

(2) Judgement will be used regarding the necessity of irrigation. Consideration will be given to:

(a) Rainfall.

(b) Supplemental watering during periods of extreme heat.

b. Secure all water service when not in use. Call Facilities Maintenance Trouble Service desk, extension 4-4385, when unable to secure service or if a water leak is apparent.

c. Use spring loaded valves on outlets for washdown of GI cans, food service, and other washdown operations.

d. Washing of privately owned vehicles is permitted only at the MWR car wash facility, bldg 604, except as specifically authorized by the Commanding General.

e. Government vehicles shall be washed only at the Motor Transport facility.

f. Conserve water by washing only full loads in dishwashers or washing machines.

g. Scrape dishes before loading them into the dishwasher so they will not have to be rinsed prior to washing.

h. Do not take extensive showers or wash clothing in the showers. A normal shower time should not exceed five minutes.

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i. Do not flush trash down urinals or commodes. This practice is extremely wasteful of water and the trash will cause drain stoppage requiring expensive repairs.

5. Automotive Energy Conservation

a. Use public transportation, a motorcycle, a bicycle, or walk to work whenever possible.

b. Join a car pool or van pool.

c. Eliminate unnecessary trips, combine necessary trips, shop with a neighbor, vacation at home, etc.

6. Residential Energy Conservation

a. Close off unoccupied rooms and shut off heat or air conditioning vents.

b. Use kitchen, bath, and other ventilating fans sparingly. In one hour, these fans can blow away a houseful of warmed or cooled air.

c. Keep your fireplace damper closed unless you have a fire going.